

**Functional Series 500
Management Services**

INTERIM UPDATE 05-12

SUBJECT: ADS 540 -- USAID Development Experience Information and Reference Services Revised and Reissued as a Conforming Amendment

NEW INFORMATION: ADS 540 describes the roles that Agency operating units, strategic objective teams (SOTs), contracting officers (COs), agreement officers (AOs), and cognizant technical officers (CTOs) perform as they assist the Office of Development Evaluation and Information of the Bureau for Policy and Program Coordination (PPC/DEI), also known as the Center for Development Information and Evaluations (CDIE), in maintaining the Agency's development experience system database (DEXS). The revised ADS 540 advises certain USAID groups of their responsibilities in ensuring the availability of a robust repository of USAID-funded development experience documents.

EFFECTIVE DATE: 10/25/2005

ATTACHMENTS:

1. [ADS 540](#)
2. [DEC Submission Form](#)
3. [Sample Letter to USAID Contractors and Grantees](#)

POLICY

USAID/General Notice
PPC/DEI
11/16/2005

Subject: ADS 540 -- USAID Development Experience Information and Reference Services Revised and Reissued as a Conforming Amendment

ADS 540 describes the roles that Agency operating units, strategic objective teams (SOTs), contracting officers (COs), agreement officers (AOs), and cognizant technical officers (CTOs) perform as they assist the Office of Development Evaluation and Information of the Bureau for Policy and Program Coordination (PPC/DEI), also known as the Center for Development Information and Evaluations (CDIE), in maintaining the Agency's development experience system database (DEXS). Previous chapters incorrectly instructed non-USAID employees, i.e., Agency contractors and grantees, on the type of documents and procedures for submitting the documents to the Development Experience Clearinghouse (DEC). Such instructions are conveyed via Contractor Information Bulletins (CIBs) and not via the ADS. Only editorial changes have been made to those sections of ADS 540 pertaining to the role of Agency operating units and SOTs.

The revised ADS 540 advises certain USAID groups of their responsibilities in ensuring the availability of a robust repository of USAID-funded development experience documents as follows:

1. COs and AOs are responsible for including the clauses and provisions in contracts, grants, cooperative agreements, and other implementing instruments to instruct implementing partners to submit development experience documentation to the DEC.
2. SOTs, COs, and AOs are responsible for including the clauses and provisions in contracts, grants, and cooperative agreements to instruct contractors or grantees on the required types of reports to be produced and the timing of their submission to USAID and the DEC.
3. Agency Operating Units and SOTs are responsible for submitting USAID-funded development experience material to the DEC.
4. CTOs, in their administrative and monitoring roles, receive mandatory guidance on the types of documentation a contractor and grantee may be required to submit to USAID and the DEC.

Two policy directives constitute the basis for the revision - the conforming amendment - of ADS 540. AAPD 04-06, Submission of Development Experience Documents, notifies COs and AOs of revised contract and assistance clauses including instructions to contractors and grantees of the requirements for submission of development experience documents to the DEC. AAPD 04-10, Standardized Model Letters for Designating the Cognizant Technical Officer for Contracts, Grants, and Cooperative Agreements, describes the duties delegated to CTOs by COs and AOs as they carry out their administrative functions.

The revised chapter and the mandatory form, AID 590-7, DEC Submission Form are attached.

Point of Contact: Any questions concerning this Notice may be directed to Judith Coker, PPC/DEI/DIS, (202) 712-1612.

Notice 1148

| File Name | Notice Date | Effective Date | Editorial Revision Date | ADS CD No. | Remarks |
|----------------------|-------------|----------------|-------------------------|------------|---|
| IU5_0512_111705_nocd | 11/16/2005 | 10/25/2005 | | | This IU introduces an ADS chapter and this IU will be cancelled once CD 42 is issued. |

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